UNITED NATIONS

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Secretariat

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INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Conference and Support Services

Subject: SHARING WORDPERFECT DOCUMENTS

1. The purpose of the present circular is to inform staff of the hardware and software required to share documents created using WordPerfect software. The microcomputers installed across the Organization range in size from the older, 286-type, personal computers to newer models, currently as large as 586 machines. This range has resulted in the simultaneous use of different versions of the WordPerfect software which, in turn, complicates sharing documents among users with different level machines.

2. The following table lists the versions of WordPerfect that are currently supported at Headquarters, their operating system, hardware requirements and file compatibilities:

Documents created in	Can be used in	Operating system required	Minimum hardware required
WordPerfect 5.1	WP5.1Plus, WP5.2Plus, WP6.1	DOS	286 machines or higher
WordPerfect 5.1Plus	WP5.1, WP5.2Plus, WP6.1	DOS	286 machines or higher
WordPerfect 5.2Plus	WP5.1, WP5.1Plus, WP6.1	Windows	386 machines or higher, with at least 4 mb of RAM
WordPerfect 6.1	WP5.1Plus, WP5.2Plus	Windows	486 machines or higher with at least 8 mb of RAM
WordPerfect 6.1, if saved as WP5.1	WP5.1		

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3. Since WordPerfect 5.1 is still being used widely at Headquarters, it is the responsibility of WordPerfect 6.1 users to ensure that files intended to be shared contain only those features that are available in WordPerfect 5.1 and that these files are saved in the WordPerfect 5.1 format. Outside agents and vendors should also be made aware of the requirement that electronic files intended for the United Nations must be submitted in WordPerfect 5.1 format.

4. WordPerfect 6.1 displays a list of its new features as well as features available in the other versions of WordPerfect in the "Upgrade expert" section of its help menu. For user convenience, these features are listed in the annex to the present document.

ANNEX

Word-processing features available

WordPerfect 5.1/5.1Plus

Advance
Block
Block protect
Bold
Cancel
Center
Columns
Compose
Conditional end of page
Copy
Cursor
Cursor movement
Delete text
Document compare
Editing screen
Endnotes
Envelope macro
Exit
Flush right
Footnotes
Format
Glossary macro
Go to
Graphics
Headers/footers
Help
Indent
Italic
Keyboard layout
Labels macro
List files
Look
Macro define
Macro execute
Margins
Merge
Move
Paragraph numbering
Print
Repeat value
Retrieve
Retrieve into current document
Save
Search
Search and replace
Search next
Setup
Sort
Spell
Styles
Switch
Tables
Text in
Text out
Undelete
Underline
View document
Word count

WordPerfect 5.2/5.2Plus

Block protect
Bold
Button bar
Center
Conditional end of page
Document compare
Endnotes
Envelope macro
File manager
Find files
Foot appearance
Footnotes
Glossary macro
Headers/footers
Index
Italics
Labels macro
Macro play
Macro record
Margins
Merge
Paragraph numbering
Print
Print preview
Replace
Retrieve
Search
Search next
Switch
Table of contents
Tables
Underline
Widow/orphan
Word count

WordPerfect 6.1 (new features)

Abbreviations
Bar codes
Bookmarks
Border - columns
Border - page
Border - paragraph
Bullets and numbers
Coaches
DDE links
Delay codes
Drop caps
Fax
Feature bars
Graphics
Grammatik
Hidden text
Hypertext
Linking and embedding
Make it fit
Power bar
Preview box
Quick correct
Quick finder
Quick format
Quick list
Quick menus
QuickStart coach
Redo
Send
Sound clips
Styles
Subdivide page
Templates
TextArt
Tool bar
Undo
Watermarks
Zoom